

2 February 2000



Maintenance

ENGINEERING ASSISTANCE REQUEST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 16 LSS/LGQ (MSgt Quebedeaux)
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Certified by: (MSgt Holder)
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This operating instruction (OI) lists responsibilities and procedures for requesting engineering and depot assistance. It applies to all aircraft maintenance personnel assigned to the 16th Logistics Group and is in accordance with AFI 21-101, *Maintenance Management of Aircraft*, AFSOCI 21-106, *Maintenance Management of Aircraft*, TO 00-25-107, *Maintenance Assistance*, and AFSOC Sup 1 to TO 00-25-107.

1. RESPONSIBILITIES. Prior to requesting assistance, as a minimum, have the unit production superintendent ensure all available on-base resources have been exhausted, such as Supply, Commando Gold, Quality Assurance (QA), and Air Force Engineering and Technical Services. If technical guidance indicates component replacement, the components should be replaced or placed on order. If parts are not available or repair and/or replacement requires extensive downtime, submit engineering request IAW this OI.

1.1. Requesting unit will:

1.1.1. Complete the on-site engineering assistance request form (attachment 1) when requesting assistance from on-site engineering authorities. All pertinent information and data must be provided, to include the following:

1.1.1.1. Brief, yet complete explanation of the request.

1.1.1.2. Ideas you may like to propose, or suggested solutions.

1.1.1.3. Part number, stock number, serial number, and work unit code.

1.1.1.4. Include technical order number, paragraph, figure, and index.

1.1.2. Hand-carry, FAX, or E-Mail all engineering requests to QA Chief Inspector's.

Requesting units will not contact on-site engineers directly.

1.1.3. Don't start maintenance repair actions until QA (with the concurrence of HQ AFSOC and WR-ALC or the appropriate engineering agency) has provided approved engineering procedures.

1.1.4. If flight restrictions are imposed on an aircraft, ensure appropriate entries are placed into the AFTO Form 781-A, *Aircraft Discrepancy and Work Document*, series forms with a copy of engineering disposition.

1.1.5. Submit any request to QA for assistance that requires a depot team or is over and above the capability of the on-site engineers. Requests will be in Defense Message System message format and IAW TO 00-25-107. A detailed list of all actions taken to correct the deficiency (i.e., troubleshooting, components replaced, Blue Ribbon Team, etc.) will accompany the 107 Request.

1.1.6. Update the aircraft's AFTO Form 95, *Significant Historical Data*, with repair action taken, date, approval authority, and reference source (when required).

1.2. QA will:

1.2.1. Be the focal point for all engineering assistance requests.

1.2.2. Maintain a copy of all engineering assistance requests.

1.2.3. Review all requests, ensuring all on-base resources have been utilized prior to requesting engineering support or submitting the 107 Request to the group commander/deputy commander for signature.

1.2.3.1. 16 MXS/QA will review all requests from 16 MXS ensuring all on-base resources have been utilized prior to requesting engineering support or submitting the 107 Request to the group. Hand-carry, FAX, or E-Mail request to 16 LSS/LGQ for review.

1.2.4. Provide all pertinent data to the engineering authority.

1.2.5. Assist on-site engineers with setting priorities in case of multiple requests.

1.2.6. Review aircraft forms for thorough documentation of all actions taken to correct the deficiency.

1.2.7. The engineering authority will brief the group commander, deputy commander and respective AMU/HMU on approved engineering repair actions.

1.2.8. Coordinate on 107 Request from unit if repair is beyond local capabilities.

1.2.9. Provide a copy of the 107 Request to group commander/deputy commander for approval.

1.3. The group commander/deputy commander will:

1.3.1. Forward approved 107 Requests to Wing Plans and Scheduling (P&S) for coordination and tracking.

1.4. Wing P&S will:

1.4.1. Coordinate on 107 Request, logging dates and time into the system, then forward 107 package to group information management to send message.

1.4.2. Track the status of the 107 request and inform the unit and QA of scheduled aircraft input or depot team arrival.

1.5. Group information management will:

1.5.1. Finalize (make minor changes, if required) and send 107 Request message. Once message has been sent, return completed 107 package to QA for filing.

KENT A. MUELLER, Colonel, USAF
Commander
16th Logistics Group

Attachment:
On-Site Engineer Assistance Request

ATTACHMENT 1

ON-SITE ENGINEER ASSISTANCE REQUEST

DATE/TIME: _____

FROM: 4 AMU/15 AMU/16 AMU/20 HMU/16 MXS/16CRS/16EMS/16HGS/DART

POC NAME/GRADE: _____

SHOP/DUTY PHONE: _____

MDS: _____ TAIL #: _____

REASON FOR REQUEST:

P/N _____ NSN _____ S/N _____ WUC _____

Part Availability: On Base: YES/NO; Depot: YES/NO; Due-In Date _____ Back ordered Priority _____

TOs: IPB _____ Maintenance _____ Paragraph _____ Figure _____ Index _____

ATTACH COPIES OF APPLICABLE PAGES

Reviewing QA Inspector _____ Date _____

Reviewing QA Chief Inspector _____ Date _____

107 Request Required: YES/NO

ATTACH ALL CORRESPONDENCE TO REQUEST**Engineering**

Instructions: _____

Signature_____
Office Symbol_____
Date